

**Job Title:** Land Surveyor (RLS or LSIT with Opportunities for Advancement) Position  
**Department:** Survey  
**Reports To:** Survey Division Manager, RLS  
**Supervises:** Survey Party Chiefs, Survey Technicians

### **SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Registered Land Surveyor or Land Surveyor in Training is a supervisory position. The RLS/LSIT performs professional land surveyor activities and must have a sound foundation in the practices and procedures of land survey techniques, both field and office techniques. The land surveyor resolves conflicts, solves problems, trains subordinates, and leads a team of land survey personnel in survey operations. Opportunities for on the job training and cross training in UAV surveying and mapping and 3D scanning for full integration of land surveying into all divisions of the Company. The position includes the following duties and responsibilities:

- Safety sensitive position.
- Leads and participates in a variety of land survey operations such as boundary, topography, leveling, design, as-built, and maintaining horizontal and vertical control networks utilizing a full range of survey equipment,
- Prepares and verifies mathematical calculations related to surveying and basic engineering; computes and adjusts angles, distances, bearings, traverses, and elevations; interprets and computes field data, and evaluates for accuracy and completeness; maintains accurate survey- and non-survey-related records in the form of field notes, reports, and sketches; maintains vertical and horizontal control notes in files, field book, and computer,
- Secures equipment, uses safety techniques, performs the survey operation, handles the equipment, records data, and performs other associated duties for the purpose of delivering a successful project,
- Prepares and maintains a variety of records, logs, diaries, and/or other related documentation,
- Answers questions and provides information to the public concerning surveying activities,
- Performs other duties of a similar nature or level,
- Prepares Record of Survey or other survey drawings,
- Prepares Legal Descriptions,
- Prepares and maintains AutoCAD files
- Communicates with clients to maintain project scheduling,
- Prepares monthly billings,
- Prepares bids for new projects,
- Researches survey projects and prepares field crews,
- Addresses project questions and concerns from field crews and clients,
- Maintain project budgets.
- Marketing for company, including, but not limited to: contacting possible clients regarding land survey needs; upcoming and current projects; upselling services (i.e. UAV or 3D scanning); and maintain relationships with current clients.

And other duties that may be assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position requires the RLS/LSIT to:

- Supervise survey field crews during projects and give appropriate information (i.e. calcs or research),
- Maintain scheduling between clients and field crews, including balancing the schedule of survey field personal time requirements (i.e. doctor's appointments or vacation),
- Track and maintain survey supplies such as stakes and marking equipment,
- Ensure safety devices are in good condition, not expired, present and in use as appropriate,
- Maintain equipment and survey field truck services,
- Ensure that appropriate field paperwork (i.e. add-service forms, cut-sheets, or field books) are being maintained,
- Maintain safety standards, including monthly safety meeting.

## **REQUIRED SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Land survey mathematical principles
- Automated surveying software
- Field survey methods and techniques
- Land survey terminology
- Safe work methods
- Customer service principles
- AutoCAD Civil3D software
- Experience with survey total stations, both standard and robotic
- Reduction of raw field data
- Trimble and other brands of GPS Equipment and Software
- Using a computer with Windows software, MS Office, and related software applications
- Read graphic instructions
- Read construction plans and specifications
- Training subordinates on work methods and equipment
- Prepare reports and written documents, including charts, schedules, and maps
- Communicate and use interpersonal skills to interact with coworkers, supervisor, clients, the general public, etc., to sufficiently exchange or convey information and to receive work direction

## **EDUCATION and/or EXPERIENCE**

High school diploma or G.E.D.; additional coursework in surveying, engineering technology, or mathematics; and eight years of 'surveyor in responsible charge' related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Registration as a Land Surveyor (LS), Registered Land Surveyor (RLS) or Professional Land Surveyor (PLS) preferably in Arizona or an LSIT with interest in pursuing RLS. If not registered in Arizona must be able to obtain an

Arizona registration within 1 – 2 years. Registration in other states, experience with UAVs and LiDAR are all pluses.

**LANGUAGE SKILLS**

Ability to read and comprehend written and verbal instructions, short correspondence, and memos. Ability to write technical correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to write in complete sentences.

**OTHER SKILLS**

Valid drivers' license, State of Arizona preferred.

Ability to pass a background check in order to work at secure defense facilities

Ability to carry 50 pounds of equipment for extended period of time

Ability to hike continuously for 8 to 10 hours in temperatures exceeding 90 degrees in Arizona

**JOB STANDARDS**

- 1 0 reportable accidents
- 2 Maintains clean and orderly work vehicle, including maintaining supplies needed for land surveying
- 3 Must maintain a good or better rating on each performance evaluation
- 4 Must have 95% or better on-time and attendance record within the guidelines of Company Policy

Signature \_\_\_\_\_ Date \_\_\_\_\_